

Administrative Office of Courts - Internal Auditor

Characteristics of Work:

This is administrative work involved in developing and implementing the internal auditing program of the Supreme Court, Court of Appeals, Administrative Office of Courts, and their divisions and departments by conducting independent protective and constructive audits and reviewing the effectiveness of controls, financial records, and operations. Work involves total responsibility for planning and conducting a system of periodic and special audits, evaluating internal controls, making recommendations for improvements, and assisting in implementing improvements deemed necessary. Incumbent serves as chief advisor and consultant to the Executive Committee of the Supreme Court of Mississippi on fiscal affairs, and is totally responsible to the Executive Committee.

Examples of Work:

Examples of work performed in this classification include, but are not limited to, the following:

- Plans, coordinates, and conducts periodic and specific audits.
- Develops long-term and annual audit plans to be based on the findings of periodic documented risk assessments.
- Evaluates existing accounting policies and procedures to ensure conformity to guidelines as well as to identify weaknesses or inefficiency in operation.
- Evaluates internal controls, recommends improvements where necessary, and implements new programs as needed.
- Conducts financial, compliance, electronic data processing, and operational and efficiency audits of agency programs, activities, and functions.
- Conducts independent audits for management to review effectiveness of controls, financial records, and operations.
- Conducts investigations to discover possible fraudulent or illegal practices as well as develop controls for prevention of illegal activities.
- Examines department records to ensure proper recording of transactions and compliance with laws and policies.
- Prepares draft of audit findings for feedback.

- Inspects accounting systems to determine their adequacy for control and that all programs are accountable for public funds.
- Reviews department records of material assets, such as equipment, to determine the adequacy of records for agency management.
- Analyzes obtained data for evidence of deficiencies in controls, duplication of effort, extravagance in spending, fraud, or lack of compliance with established policies or procedures.
- Prepares final audit report for review and implementation through new programs and procedures.
- Reviews and evaluates internal controls over programs, accounting systems, administrative systems, electronic data processing systems, and all other major systems.
- Performs related or similar duties as required or assigned.

Minimum Qualifications:

Experience and Educational Requirements:

A Master's Degree from an accredited college or university and three (3) years of progressively responsible professional auditing experience as an internal auditor, independent post-auditor, electronic data processing auditor, or any combination thereof.

OR

A Bachelor's Degree from an accredited college or university and five (5) years of progressively responsible professional auditing experience as an internal auditor, independent post-auditor, electronic data processing auditor, or any combination thereof.

OR

A certificate as a certified internal auditor issued by The Institute of Internal Auditors and three (3) years of progressively responsible professional auditing experience as an internal auditor, independent post-auditor, electronic data processing auditor, or any combination thereof.

OR

A certificate as a Certified Public Accountant and three (3) years of experience.

Salary Range: \$60,000 - \$75,000

Please forward your resume on or before **October 21, 2016**, by mail or email to:

Kevin Lackey
Administrative Office of Courts
P.O. Box 117
Jackson, MS 39205
lackeyjk@courts.ms.gov

The Administrative Office of Courts is an equal opportunity employer. The goal of the AOC is to administer its employment policies in order that all qualified persons are afforded an equal opportunity for employment and/or promotion without discrimination due to race, religion, or national origin.